



Intern Housing Agreement University of Nevada Las Vegas Conference Housing

This agreement made and entered into this _____ day of _____, by and between the Board of Regents of the Nevada System of Higher Education (NSHE), on behalf of the University of Nevada, Las Vegas, hereinafter referred to as the University, and _____, hereinafter known as the Agent utilizing or representing the person(s) staying in University Housing.

Please Print All Information

Name: (last/first/mi) _____

Current Address: (street) _____

(City/State/Zip Code) _____

Home Telephone: (____) _____

Alternate Telephone: (____) _____

E-mail Address: _____

Social Security Number: _____

Sponsoring Organization: _____

Supervisor's Name: _____

Organization Address: (street) _____

(City/State/Zip Code) _____

Business Telephone: (____) _____

Housing: The Intern Housing Agreement agreed upon by the University and the Agent is itemized below:

a. Dates of Stay: (Start Date) _____ (End Date) _____
(see enclosed cover letter for official starting and ending dates for Intern Housing)

b. Requested Check-in Time: _____ A.M. or P.M.

c. Requested Check-out Time: _____ A.M. or P.M.

Terms and Conditions:

1. **Payment:** Acceptable methods of payment include cash, check, credit card, or University PO or IDR (POs and IDRs must receive prior approval from the Conference and Event Coordinator.)

Payment Options:

- 1. Payment made in no more than three (3) installments, with the first payment due upon check-in and the final payment due no later than July 15th.
- 2. Payment for the entire stay upon check-in.

A late fee of \$25 will be applied to all accounts that are not paid by the date listed on the invoice.

2. **Additional Fees:** The Agent or Participant must remit a \$100.00 non-refundable application fee with the return of this Intern Housing Agreement. This application fee will guarantee your place in the Intern Housing program. The application fee will not be refunded for any reason.

Agent or Participant Initial: _____

3. **Cancellations:** Intern Housing cancellations will be accepted if notification is given in writing to the Conference and Event Coordinator and is postmarked at least 30 days in advance of scheduled arrival date. Cancellation within the 30 days will require a 25% payment of the total charge for the contracted stay. The Intern Housing Agreement is effective for the dates listed on this Agreement. This is a binding Agreement between the University and the Agent or Participant for said dates and cannot be terminated except under conditions cited in this Agreement.

4. In the event that the Agent or Participant occupies the assigned space and subsequently withdraws from the Intern Housing Program (but not the Internship), the following options for relief from this Agreement exist:

Agreement Buy-Out: Interns may obtain relief from the obligations of the Agreement upon payment of the formulated costs of 75% of the remainder of the Agreement base rate (\$15.50 for a double room and \$20.00 for a single room per person/per night) for the full term of the Agreement.

Agreement Exchange: The parties agree that this Agreement may be exchanged by the Intern (current Agreement holder) with another perspective Intern upon satisfaction of the following requirements.

- 1. The Intern currently holding an Agreement agrees to contact the Conference and Event Coordinator to formalize the request for Agreement Exchange and to determine eligibility of the prospective intern.
- 2. The perspective Intern must meet all Intern Housing requirements set forth in this Agreement, by the University, and the Conference Housing Office.
- 3. The parties agree the exchange of the Agreement as a whole will be for the remainder of the term of the Agreement.
- 4. The Agreement Exchange will be effective only after the signed Agreement has been received from the prospective Intern and the Intern Housing Fees have been paid.
- 5. When the Agreement Exchange is approved by the Conference and Event Coordinator, the prospective Intern accepts complete responsibility for the terms and conditions within this Agreement. The current Agreement holder is then completely relieved of any responsibility and/or monetary obligations for the Agreement.

Agent or Participant Initial: _____

5. **University Liability:** The University assumes no responsibility for any property of the participant(s) and/or Agent which is lost, stolen, damaged, or destroyed while residing in University Housing, including periods when the participant(s) and/or Agent are not in the room or the building.

6. **Limited Facility Use:** The Agent or its participant(s) may only use the facilities covered within the scope of this Agreement. The Agent agrees that occupancy of the assigned room is limited to intern(s) assigned to that room, that the room will only be used as a living space, and that the space will not be loaned to or occupied by a person(s) not assigned to that space.

7. **Agreement to Hold Harmless:** The Conference Agent shall hold harmless, defend and indemnify the University, its agents and employees against any and all claims, suites, proceedings or actions –including damages, costs, attorney fees, recoveries and other expenses– which may be made, taken or incurred at any time during the specified periods within this Agreement against the University and the operation and conduct of the activity. The Conference Agent shall without delay notify the University of any and all accidents, losses, damages or claims which arise in connection herewith howsoever caused. This paragraph shall apply regardless of whether the Conference Agent(s) is sponsored or not sponsored by a University Department.

Additional Important Information on the Reverse Side.

I acknowledge that I have read this agreement and will abide by each requirement and/or policy listed. My signature below attests to the same:

By: _____ Date: _____
Agent or Participant

THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION (NSHE), on behalf of the University of Nevada, Las Vegas

By: _____ Date: _____
Conference and Event Coordinator

By: _____ Date: _____
Asst. Dir. for Student Life Scheduling and Conferences

By: _____ Date: _____
Associate Vice President for Student Life

- 8. **Discrimination:** No person on the grounds of handicap, race, color, religion, sex, age, creed, or national origin, shall be excluded from participation in, or denied benefit of or be otherwise subjected to discrimination in regard to the Agent's use of University facilities. Breach of this provision shall result in the termination of this Agreement.
- 9. **Right of Entry:** The University reserves the right to enter rooms/suites to inspect the premises for purposes of verification of occupancy, safety, health, cleaning, and maintenance.
- 10. **Keys:** The Agent and/or the participant(s) will be responsible for all keys and building access cards issued to them during their stay. If all keys and building access cards are not returned upon check-out as specified in this agreement, the Agent or the participant(s) will be charged for the cost of changing the lock cores as well as the cost for lost keys. Lost keys will be charged at \$40 per core change, mailbox keys will be charged at \$10 per core, and building access cards will be charged at \$5 per card if lost, stolen, or misplaced.
- 11. **Damages:** The Agent agrees to ensure the condition of the assigned residence hall room, and to restore the room to the condition as of the date the Agent entered the premises, if necessary. Any repairs needed for damage against the room by the Agent or by any person(s) who may be in or upon the premises under the direction of the Agent shall be paid by the Agent. The determination of the amount of such loss or damage shall be made by the University at its sole discretion. The Agent agrees not to modify or cause or allow the modification of the assigned room or other parts of the building except as expressly permitted in writing by the Conference and Event Coordinator. The Agent agrees to use common areas, residential corridor and rooms, equipment and furnishings in a careful and proper manner, to contribute to the orderliness and cleanliness of all areas, to cooperate in the common protection of property, and to promptly advise the University of any deteriorated or hazardous conditions so timely repairs can be made.
- 12. **Agent Responsibility to the University:** In the event the Agent defaults in the performance of any item or condition of the agreement, the University may elect to serve written notice to vacate immediately. The University may revoke the Agreement for any reason. The following is not exclusive and the University reserves the right to revoke the Agreement for any violation of University, local, state, or federal law.
- 13. **Contract Termination:** The Agent agrees that the University may terminate this Agreement upon breach hereof. In the event of termination, the University may take possession of the assigned space within 48 hours after the Agreement has been terminated. If the Agent fails to vacate the space within 48 hours, the University may change the locks to the room/suite and mailbox and charge all costs associated with that change to the Agent. The Agent understands that the University may terminate this Agreement if the Agent has unpaid fees or charges, current or previous, with the Conference Housing Office, or that the Agent was ineligible for an Agreement offer for any reason. The Agreement may also be terminated if written notice from the Internship Sponsor, Company, etc. is sent to the Conference and Event Coordinator stating that the Internship program has been terminated by the Sponsor, Company, etc. Upon five (5) working days written notice, the University may terminate this Agreement without cause.
- 14. **Breach of Contract:** The Agent agrees that breach of Agreement exists when it is determined by appropriate University official or judicial body that a violation of provisions of this Agreement or of the rules and regulations of the University has occurred. The Agent agrees that the University reserves the right to reassign or remove from the Residence Halls, interns who, by their behavior, have exhibited disregard for the residential community and/or the specific living area environment, the terms and conditions of this Agreement, University rules and regulations.
- 15. The Agent warrants that no compensation has been paid or gift given directly or indirectly to any office or employee of the State of Nevada in exchange for acting as office agent, agent, employee, subcontractor, or consultant to the Agent in connection with this agreement.
- 16. The laws of the State of Nevada shall apply to this Agreement.
- 17. The Agent, or any employee, agent, officer, or designee thereof, is not an agent of the State of Nevada, the Board of Regents of the Nevada System of Higher Education (NSHE), the Nevada System of Higher Education (NSHE), the University of Nevada, Las Vegas, or any other agency, political subdivision, or department for any purpose whatsoever.

Agent or participant initial (for page two contents): _____.

The below section lists the applicable rules, regulations and conduct expectations for all participants in the Intern Housing program. The Agent agrees to observe all rules and regulations contained in this agreement, in addition to any posted regulations throughout the residential building.

Rules and Regulations

- The agent agrees to conduct him/herself in such a manner as to allow others the quite enjoyment of the residence hall and dining commons.
- The agent will avoid causing excessive noise and/or disruptive behavior and understands that he/she may be required to provide and use earphones or to remove stereos or musical instruments from the room if the use of such equipment is causing disturbance.
- Behavior which interferes with the quiet enjoyment of the premises by roommates, behavior which attempts to force a roommate to move out of the room, and behavior which discriminates against a current roommate or against a newly assigned occupant will be considered by the University to be sufficient grounds for reassigning the current occupants and taking further action if needed.
- The University abides by State Law and prohibits the possession or consumption of alcohol by persons under the age of 21. Conference Housing regulations do not permit the possession or consumption of alcoholic beverages in public areas including common areas, recreation areas, floor lounges, and room balconies where applicable.
- Smoking tobacco or other legal tobacco products inside the residence halls is prohibited. Smoking only is allowed outside the building.
- Equipment and/or furniture located in the residence halls may not be moved. Furniture may NOT be moved from/or into rooms, hallways or lounges for any reason during your stay.
- Tampering with life safety equipment (fire alarms, fire sprinklers, emergency lights, etc.) is strictly prohibited.
- The use and/or storage of candles, incense, or other devices with open flame is prohibited.
- Hot plates and similar appliances as well as cooking in rooms is prohibited.
- Water fights, food fights, and loud cheering or noises are prohibited at all times. Athletic games are never to take place in the residence halls.
- Participants may not sit in open windows, nor lean on balcony railings at any time. Participants are also prohibited from throwing, launching, or dropping objects from room windows or balconies.
- Attaching an object to the premises by nails, screws, or alteration of the premises in any manner whatsoever without prior written permission from the Conference and Event Coordinator is strictly prohibited.
- All pets are prohibited from being inside of any campus buildings, including the residential room, except for fish.
- Possession or discharge of fireworks, firearms, airguns, facsimile weapons or any other type of weapon(s) is strictly prohibited within the Residence Halls and the UNLV Campus.

Discipline Response Procedures:

First Offense: If the agent is found in violations of any of the above rules and regulations, a Conference Housing team member/manager will complete a documentation of the violation. This documentation will be delivered to the Conference and Event Coordinator, who will send a letter of discipline and has the option to request a meeting with the person(s) in violation.

Repeat Offense: If the agent is found in repeat of any violations of the above rules and regulations, a meeting with the Conference and Event Coordinator will be required. The Conference and Event Coordinator, or their superior, reserves the right to provide appropriate sanctions for the actions of the agent. The University reserves the right to terminate the agent's housing contract in response to a repeat offense. In this case, the agent will be asked to leave the premises immediately.

Zero Tolerance Violations:

Any participant found violating the below rules and regulations will be removed immediately from the residence halls and the housing contract will be terminated.

- Illegal possession and/or use of alcoholic beverages or possession and/or use of illegal drugs.
- Misuse, abuse, theft or destruction of University property will not be tolerated.
- Irresponsible behavior dangerous to persons or property and any other violations of the University rules or in violation of State or Federal Laws will not be tolerated.